eMAIL SELF REVIEW

| Components | Criteria | Sounds Good! | Needs Work |
| --- | --- | --- | --- |
| Recipient’s Name | Title, first and last name spelled correctly |  |  |
| Tone | Professional—polite; genuine; appreciative  Unprofessional—defensive; terse; too friendly |  |  |
| Proofread | Spelling; grammar; mechanics |  |  |
| Clarity | Is your intention/request clear? Is the action desired from the recipient clear? |  |  |
| Word Choice | Avoid colloquialisms; vague language |  |  |
| Length | 3-5 sentences |  |  |
| Time | Sent during “business” hours, if possible |  |  |
| After reviewing your email draft, compose a reflection below about the review process. Were there any changes necessary? Why or why not? Explain. Type your reflection underneath your email draft (after your closing and name). | | | |

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